Service Desk Informer

Providing Our Customers with Updates & Changes

IMPORTANT Stuff for March

FMIS (ADPICS & R*STARS) will **not** be available on Saturday, March 5, 2005 due to the Archive Purge Process. Both systems will be available on Monday March 7, 2005.

The month of February will be closed in R*STARS on March 16, 2005. This means the last day for processing February data will be March 15, 2005.

Year End Close (YEC) Right Around the Corner

It may seem to be a long way off, but July 1st is only four months away. Many Agencies will be working with fewer staff this year so you may want to start a little bit earlier by identifying outstanding documents. Various ADPICS standard reports and on-line inquiries exist to assist agencies in the document clean-up effort. They can be used to research open documents in order to determine what action, if any, is required.

ADPICS Standard Reports

ADPICS contains several standard reports that may be useful to help agencies identify open documents, which require some action in preparation for fiscal close. The following list identifies reports that may be useful during the year-end close process. These reports can be run anytime during the year.

Open Requisitions (210)
Open Purchase Orders (212)
Unmatched Invoices and Receiving Reports (960)
Unposted Vouchers (970)

Refer to the *ADPICS Standard Report Guide* for a comprehensive list of available reports. The documentation can be obtained from the DBM website http://www.dbm.maryland.gov under Featured Links/ASM Security Forms and User Documentation.
A word a caution – please - make sure when running ADPICS Standard

reports you include your high and low values – especially your Departments. If not, you may end up running reports against the entire State of Maryland. This can be a costly situation.

ADPICS On-Line Inquiries

The following is a list of several on-line inquiries available, which can be useful to agencies during the fiscal year.

Open Items Summary – screen 1440

Provides a listing of all posted Invoices and Receiving Reports for a given Purchase Order. Only unmatched Invoices and Receiving Reports are displayed on this inquiry. Unmatched documents are those posted documents (Receipts and Invoices), which do not have a corresponding Voucher.

Open Voucher by Department – screen 1480

Provides a listing of vouchers and direct vouchers that have not been interfaced to R*STARS. For example, vouchers that are not posted, contain posting errors, or are in approval processing.

Requisitions by Department – screen 2410

Displays all Requisitions in the system created for a given department within a given time period. The status of each requisition is displayed along with key information about the request.

Purchase Orders by Department – screen 2455

Displays all Purchase Orders in the system created for a given department within a specified time period. The user may search for POs based upon the create date or the delivery date of the order.

Receipts by Purchase Order – screen 3200

Provides a listing of all Receiving Reports created for a given Purchase Order.

Invoices by Purchase Order – screen 1530

Provides a listing of all Invoices created for a given Purchase Order. This inquiry displays the vendor invoice number.

Voucher by Purchase Order – screen 1490

Provides a listing of all Vouchers created for a given Purchase Order.